



SPECIAL MEETING

AGENDA

ARROYO VERDUGO SUBREGION

STEERING COMMITTEE

Monday, February 6, 2012 - 9:00 a.m.

City of La Cañada Flintridge Council Chambers

1327 Foothill Boulevard

La Cañada Flintridge, CA 91011

- I. CALL TO ORDER
- II. FLAG SALUTE
- III. COMMENTS FROM THE PUBLIC
- IV. ACTION ITEMS
 - A. Approval of Minutes for the September 19, 2011 Meeting
Motion: Approval of Minutes
 - B. Presentation: Green Rail Intelligent Development (GRID) Project
By: David Alba, Project Designer
Motion: Receive and File
 - C. Presentation: Southern California Association of Governments (SCAG)
Regional Transportation Plan/Sustainable Communities Strategy
(RTP/SCS) and Program Environmental Impact Report (PEIR)
By: Ryan Quo, Senior Regional Planner, SCAG
 1. SCAG RTP/SCS & PEIR Remarks
By: Don Voss, SCAG District 36 (Pasadena, South Pasadena & La
Cañada Flintridge) Representative
Motion: Direct staff to write a letter to SCAG with Steering Committee
comments by February 14, 2012 for final approval and signature by
Chair Spence.
 - D. Appointment and Reappointment of Members to the Verdugo Workforce
Investment Board
Motion:
 1. To approve the following candidates for membership on the
Verdugo Workforce Investment Board:
 - a. Susan Crabtree; and
 - b. Rosa Orozco
 2. To approve the re-appointment of membership on the
Verdugo Workforce Investment Board of:
 - a. Marko Swan



E. Adoption of Revised Budget – FY 2011-12

Motion: Adopt Revised Budget

F. Amended Arroyo Verdugo Subregion Bylaws

Motion: Receive and file

V. REPORTS – INFORMATION ONLY

A. Report from Arroyo Verdugo TAC Representative - David Kriske

VI. COMMENTS FROM MEMBERS

VII. ADJOURN

**ARROYO VERDUGO SUBREGION
STEERING COMMITTEE
MINUTES
SPECIAL MEETING**

Monday, September 19, 2011
La Cañada Flintridge Council Chambers

IV.A

I. PRESENT

Dave Spence, La Cañada Flintridge, Chair
Margaret McAustin, Pasadena – Vice-Chair
Laura Friedman, Glendale
Dave Golanski, Burbank
Mike Ten, South Pasadena

Also present:

Arpi Yesayan, Administrative Clerk
Ann Wilson, Interim Executive Director
David Kriske, TAC Representative
Dennis Woods, Alternate TAC Representative
Greg Hermann, City of Burbank
Jano Baghdanian, City of Glendale
Fred Zohrehvand, City of Glendale
Linda Jones, SCAG
John Takhtalian, City of Glendale
Mark Yamarone, City of Pasadena
Dave Nakamoto, Arroyo Verdugo Workforce Investment Board

II. CALL TO ORDER

Meeting called to order by Chair Spence at 9:04 a.m.

II. FLAG SALUTE

Steering Committee Member Ten led the Flag Salute

III. COMMENTS FROM THE PUBLIC

None

IV. ACTION ITEMS

A. Approval of Minutes for the July 18, 2011 Meeting

Motion: To approve the Minutes for the July 18, 2011 Meeting as Presented
Passed unanimously
5-0-0

B. Discussion Regarding Continued Participation in the Arroyo Verdugo Subregion

Chair Spence noted that during the La Cañada Flintridge City Council meeting there was a unanimous decision that the City would continue to support membership in the Arroyo Verdugo Steering Committee. He also mentioned that SCAG will not, in the future, allow any new subregions to be formed. As a result, this could cause major disadvantages in the future for the Arroyo Verdugo Subregion in the event it was disbanded and if later there was a desire

to re-form the subregion. He also indicated that there is going to be a minimal amount of meetings per year. Furthermore, in case there is urgency for a meeting, the Committee can still meet.

Chair Spence asked the other Steering Committee Members if direction is needed from the Committee to staff on this matter. Interim Executive Director Wilson said that a motion would be in order.

Steering Committee Member Friedman asked if the budget is a separate item to be discussed and Interim Executive Director Wilson responded that it was a separate matter.

Vice-Chair McAustin asked if the motion regarding Item IV.B which would approve the scaled-back version of the Arroyo Verdugo Subregion would mean a change in the Bylaws. Interim Executive Director Wilson confirmed that the scaled-back version will mean that the committee has to revise the Bylaws to reflect the semiannual meetings (a separate Item on the agenda) and revise the budget (also a separate agenda item). The Bylaws and the Budget would have to be revised, depending on what the Committee decides to do.

Motion: Vice-Chair McAustin requested to move to revised Bylaws to reflect changes in the Arroyo Verdugo Subregion calling for semiannual meetings reflecting the scaled-back version. She confirmed with Interim Executive Director Wilson, that this motion is to approve the scaled-back version twice a year, and the ability of each member to continue to participate in another council/government or regional entity.

Seconded: Steering Committee Member Ten seconded the motion with a clarification. He confirmed that semi-annual meetings will be the minimum, and meetings will be held on an as needed basis.

Discussion:

Interim Executive Director Wilson confirmed that at the end of the year – depending upon the number of meetings per year – cities will be billed according to the number of meetings held. Hence, the budget is an estimate, similar to the city's budget.

Steering Committee Member Golanski clarified that this is a motion that is to approve the continued participation in the Arroyo Verdugo Subregion on a scaled-back version as proposed by staff only. This motion is not to direct staff to make the necessary changes in the Bylaws, since that is a separate item. Vice-Chair McAustin agreed that this is a conceptual agreement to adopt the scaled-back version. Chair Spence confirmed that this motion will only be to vote on the continuation of the Subregion.

Revised Motion: To continue the Subregion on a scaled-back basis.

Motion – McAustin
5-0-0

Seconded – Ten

C. Adoption of Budget – FY 2011-12

Interim Executive Director Wilson noted that last time the committee met, a budget was presented which reflected the Bylaws call for currently and which has been in effect for some years. However, since the time of the last meeting, some cities have had direction for the cities to all have equal dues. Therefore, two budgets have been prepared for consideration.

Alternate A Budget reflects the type of budget the Steering Committee Members approved on July 18, 2011 meeting (with weighted items). Alternate B Budget reflects equal dues for each city. She also stated that the dues are not just based on population.

Steering Committee Member Golanski asked if the dues are broken up on the chart based on population.

Interim Executive Director Wilson stated that the Alternate A budget is the same as it would have been if nothing had changed. It is not just based on population, but also on assessed valuation. For example, La Cañada Flintridge does not have lower costs than certain other cities, even though the population is lower, since the assessed valuation is also weighted as a portion of the total cost. Moreover, since the time of the inception of the Subregion, the Arroyo Verdugo Subregion cities have been paying weighted dues in accordance with the Bylaws that are currently in existence.

Steering Committee Member Golanski asked if there is a report showing what the current dues are in comparison to Alternate A.

Interim Executive Director Wilson stated that the total of Alternate A is substantially less than what was estimated before. Alternate A was estimated with six meetings per year, but the current chart proposes only two meetings per year.

Interim Executive Director Wilson noted that the two meetings that will be held will also cost less per meeting than it would have previously because the City of La Canada Flintridge's staff cost turned out to be less than the City of Glendale's staff cost. She said that Former Executive Director John Takhtalian, representing the City of Glendale, did not charge the cities for last year since many of the reports were crossover reports. In fact, the actual dues for each City were zero, thus, the cities did not pay anything last year. If the City of Glendale had decided to charge the cities, then the amount owed would have been substantially more.

Chair Spence indicated that the budget is proposed based on two meetings per year, and if the committee requires more meetings per year, modifications can be made. This is an estimation of what is going to cost. Either the amount will be divided equally among the five cities, or it will be weighted the way it was previously.

Interim Executive Director Wilson stated that the cities have never paid for all of the employee benefits, and that the dues have always been based on salary only, which is a bargain.

Steering Committee Member Ten indicated that he could not bring back a budget to his City in which the number of Arroyo Verdugo meetings had diminished but in which the City of South Pasadena was paying substantially more than it had been paying.

Chair Spence noted that the estimate is not a large amount of money.

Vice-Chair McAustin agreed with Steering Committee Member Ten that it would not be easy to notify the Councilmembers that the fee is going to be more, even though there are going to be less meetings per year. However, she stated that by spreading the cost equally among the cities is a fair alternative since population is not a major factor. Steering Committee Member

Ten disagreed and said that the population and value is a big factor. He noted that he can defend maintaining the same amount of dues, however, by minimizing the amount of meetings per year and paying almost fifty percent more to participate in the Arroyo Verdugo Subregion is not preferable.

Interim Executive Director Wilson read, for comparison purposes to the current proposed budget, the budget figures which the Committee had previously approved for fiscal year 2010-2011 and the cost estimate for each city is, as follows: South Pasadena \$1,647; Pasadena \$10,333; La Cañada Flintridge \$2,679; Glendale \$13,100; and Burbank \$8,096.

Steering Committee Member Golanski asked Steering Committee Member Friedman how adamant City of Glendale City Council was about sharing the cost equally across the cities. Steering Committee Friedman responded that they understand budgeting by assessment, and the City of Glendale is on the Steering Committee to support different kinds of interests of their neighbors. Councilmembers from the City of Glendale had a lot of disagreement as to whether or not to maintain the subregion. Some of the Councilmembers preferred equal sharing of dues. She said that Glendale did not believe their issues take up forty percent of the Arroyo Verdugo budget, despite the fact they have been paying approximately that amount. Steering Committee Friedman believes there is value in the subregion. She said if the Committee chooses to stay with the original weighted budget, that decision would not make her return to the Glendale City Council with a motion to discontinue their involvement. Discussion continued among Steering Committee Members and Interim Executive Director Wilson, regarding cost allocation and budget options.

Steering Committee Member Golanski suggested adopting a modified budget which reflects half of the annual budget allocated on the equal share across the five cities, and the remaining half of the annual budget allocated based upon the previous allocation formula. Steering Committee Member Friedman and Chair Spence concurred with the concept and wanted to see the figures.

Steering Committee Member Friedman indicated that the value received from the Subregion should not be dependent on the number of times the Steering Committee meets. We should be able to accomplish the same goals with a scaled-back version. Council Member Ten believes the deeper and more important the goals get, and the more aggressively those goals are pushed forward the staffing must grow and might be similar to the San Gabriel Valley Council of Governments (SGVCOG). Chair Spence, an active participant in the SGVCOG, indicated that there are a lot more issues because the SGVCOG is so large. Steering Committee Member Friedman indicated that if the value increased, then she could justify going back to her City Council to request an increase in funding.

John Takhtalian, from City of Glendale, calculated the revised changes and presented the new changes to the Committee members. He informed the members that half of the total amount of the equal basis will be \$1,322 for each of the cities. Then each agency on a weighted basis will have the following in addition: Burbank \$1,503; Glendale \$2,409; La Cañada Flintridge \$493; Pasadena 1,894; and South Pasadena \$312. The total amount is the following: Burbank \$2,825; Glendale \$3,731; La Cañada Flintridge \$1,815; Pasadena \$3,216; South Pasadena \$1,634.

Chair Spence asked for a motion to approve adoption of the revised changes.

Motion: To adopt a modified budget which reflects half of the annual budget allocated on an equal share across the five cities and the remaining half allocated per the previous allocation formula; and that we put that as an item on the next agenda to see if the Committee has any desire to make further adjustments. The motion is to be contingent upon the revision of the Bylaws to so reflect.

Motion-Golonski
5-0-0

Seconded - McAustin

D. Revision of Bylaws

Discussion took place regarding how the budget changes just adopted could best be reflected within the Bylaws.

Motion: Adopt the revised Bylaws as proposed with the exception of Article IX, Section 2, which will be modified to read: "Should the committee find it necessary to levy any fees or dues, the monies will be assessed according to ~~the weighted structure identified below~~ a **structure approved by the committee.**"

Motion-Golonski
5-0-0

Seconded – McAustin

E. Appointment of Executive Director

Chair Spence asked if Interim Executive Director Wilson has any comments. She replied that there are three options the Committee has to appoint an Executive Director, and added that she does not have recommendations, given that it is a policy decision. When asked by Steering Committee Member Golonski if she is willing to serve as Executive Director for the Arroyo Verdugo Subregion, and if the City of La Cañada Flintridge was willing to authorize her participation as the Executive Director, Wilson responded yes to both questions.

Motion: To approve Ann Wilson as the Executive Director for the Arroyo Verdugo Subregion
Motion-Golonski
5-0-0

Seconded - McAustin

V. REPORTS-INFORMATION ONLY

A. Report from Arroyo Verdugo Transportation Advisory Committee (TAC) Representative, David Kriske

David Kriske, Metro TAC representative, gave an update on the TAC and the Call for Projects process. He indicated there were new changes in the process and that the Arroyo Verdugo Subregion was well-represented in terms of the allocations given to the cities.

VI. COMMENTS FROM MEMBERS

Chair Spence inquired if there were any comments from the members. There were none.

VII. ADJOURN

The meeting adjourned at 9:41am.

STAFF REPORT

DATE: February 6, 2012

TO: Arroyo Verdugo Steering Committee

FROM: Ann Wilson, Executive Director

SUBJECT: Proposed Arroyo Verdugo Subregion Comments to SCAG Regarding the Regional Transportation (RTP)/Sustainable Communities Strategy (SCS) and Program Environmental Impact Report (PEIR)

The Southern California Association of Governments has produced a draft Regional Transportation Plan (RTP)/Sustainable Communities Strategy (SCS) as well as the required Program Environmental Impact Report (PEIR) and has asked for public comments. The public comment period closes on February 14, 2012.

SCAG staff will make a presentation to you regarding these reports. Following the presentation, the Steering Committee may make comments for inclusion in a possible letter to SCAG regarding these reports.

Prior to this meeting, staff from all five Arroyo Verdugo cities met to discuss potential comments on which all or most of the cities could agree for inclusion in a letter to SCAG. Since Pasadena and Burbank have somewhat neutral positions on the SR-710 extension, in keeping with the policies of their cities, the staff from those cities neither support or oppose the comments specifically concerning the SR-710 extension. However, they do support the other comments. The staff from Glendale, South Pasadena and La Cañada Flintridge support all of the comments in the attached document.

Individually, each of the cities plan to send a letter with comments to SCAG with their own comments specific to each one, with the exception of Pasadena, which is currently undecided with regard to sending SCAG a letter.

Attached for your consideration are proposed comments to be potentially included in a letter to SCAG which would be signed by the Chair on your behalf.

RECOMMENDATION

It is recommended that the Steering Committee approve the attached comments for inclusion in a letter from the Arroyo Verdugo Subregion to SCAG to be signed by the Chair and submitted on or before the SCAG deadline for comment of February 14, 2012, or (alternatively) provide staff with further direction.

Attachments: A – Proposed Comments to SCAG Regarding the RTP/SCS and PEIR

ARROYO VERDUGO SUBREGION

COMMENTS REGARDING:

THE SCAG REGIONAL TRANSPORTATION PLAN (RTP)/SUSTAINABLE COMMUNITIES STRATEGY (SCS) AND PROGRAM ENVIRONMENTAL IMPACT REPORT (PEIR)

2/6/12

GENERAL COMMENTS:

1. The RTP/SCS, according to federal regulations, in "nonattainment and maintenance areas," (which includes the area covered by the RTP/RCS) must "address the specific financial strategies required to ensure the implementation of projects and programs to reach air quality compliance" (23 CFR § 450.322 (b) (11) (part)). Projects which only have secured a small portion of the needed funding, and which rely on speculative funding, such as potential and/or possible tolling authority, should not be included in the RTP/SCS, since this inclusion does not meet the federal requirements for a fiscally constrained plan.
2. Language should be included in the RTP/SCS that clearly states that a full cost/benefit analysis shall be completed for each project contained in the RTP/SCS constrained plan.
3. The PEIR states that: (1) "Re-entrained roadway dust would increase proportionate to VMT. This would be a significant impact"; (2) "Impacts related to total GHG (Greenhouse Gas) emissions were determined to be significant even after mitigation."; (3) the PM10 Emissions Exhaust Only for Heavy Duty Trucks will increase (Table 3.2-4).; and (4) the "Plan would result in a significant an unavoidable impact related to heavy-duty truck VHD [Vehicle Hours Driven], among other impacts."

SCAG should vigorously pursue projects which would provide, under CEQA, the Clean Air Act, SB375 and AB 32 which will provide environmentally superior alternatives to those currently in the Plan, such as freight to rail mixed with additional transit. Additionally, sensitive receptors, such as schools and residences must have adequate mitigation measures that satisfy these legal requirements.

COMMENTS REGARDING THE SR-710 EXTENSION

4. The "SR 710 Gap Closure" language, already in the 2008 RTP, should be modified to consistency with Metro's stated intent, which should serve to ease if not eliminate current polarizing language. The shift in title from "710 North Extension" to "710 Gap Closure" is invalid, since there is no gap. SR-710 terminates at Valley Boulevard. There is no northerly extension to connect to, since the portion of the 210 interchange including Del Mar Boulevard was built conditioned upon the fact that it "would have no effect on the decision as to the ultimate freeway location and will not foreclose alternatives to the proposed ultimate ...Freeway." This title seems to create a sense of inevitability or priority for this project over competing ones cannot be justified.
5. The PEIR states that "The Plan would increase VMT when compared to existing conditions." (SCAG RTP/SCS p. 3.2-25). Specifically, Decreasing VMT is the goal of SB 375 and should also be the goal of the RTP/SCS. The increase in VMT is the Plan's reliance on freeway (whether tunnel freeway or above ground freeway) expansion to meet the region's mobility needs. Notably, the RTP/SCS describes the SR-710 tunnel as a tunnel with 4 lanes in each direction. This is a major highway expansion being introduced into the region. To the extent that this causes the widening of other freeways (such as the I-210), it will further expand the freeway system. The region would be better served with an alternate project which is not highway oriented and would potentially decrease VMT, rather than increasing it.

SCAG assumes that the SR-710 extension will produce congestion relief and lower greenhouse gas emissions. These assumptions are not borne out by recent research, along with a host of other previous studies showing that an increase in highway capacity increases VMT and that once the project is built, congestion, within a few years returns. These SCAG assumptions are flawed.

6. The Plan has modeled the SR-710 extension from one precise point north to another. Unfortunately, this assumption removes the low-build or multi-modal solution to the congestion problem. Under federal regulations, because of this specificity, the Plan and the PEIR threaten program-level conformity and prejudice future project-level environmental analyses.

STAFF REPORT

DATE: February 6, 2012

TO: Arroyo Verdugo Steering Committee

FROM: Ann Wilson, Executive Director

SUBJECT: Appointment and Reappointment of Members to the Verdugo Workforce Investment Board

The Joint Powers Agreement between the Verdugo Consortium Cities of Burbank, Glendale and La Cañada Flintridge provides the Arroyo Verdugo Steering Committee authority to appoint members of the Verdugo Workforce Investment Board (VWIB). The federal Workforce Investment Act (WIA) requires that over fifty percent of the membership must be representatives of the private sector, who are nominated by a business organization. Other members of the VWIB must be representatives of various public agencies, organized labor associations and nonprofit organizations. Attached for general information is the VWIB 2010-11 Annual Report.

Per the attached Report from Mr. Don Nakamoto, the Director for the Verdugo Workforce Investment Board, the following people are presented to the Committee for:

New Appointment:

- Susan Crabtree, Director, Human Resources, Glendale Adventist Medical Center
Appointment Expiration: January 30, 2015
- Rosa Orozco, Director, Glendale Regional Office, L.A. County Dept. of Public Social Services
Appointment Expiration: January 30, 2015

Reappointment:

- Marko Swan, CEO, Cygnet Stamping Company
Reappointment Expiration: November 30, 2013

RECOMMENDATION

It is recommended that the Steering Committee appoint Susan Crabtree and Rosa Orozco and reappoint Marko Swan.

Attachments: A - Letter from Don Nakamoto, Director
B - Resumes for Candidates for New Appointment
C - VWIB Annual Report 2010-11

SUSAN M. CRABTREE

1875 Fitzgerald Road
Simi Valley, CA 93065
(805) 520-3499 – hm
(818) 409-8244 – wk

EDUCATION: **Masters in Business Administration (emphasis in Management and Organizational Behavior), MBA, 2001, California Lutheran University, Thousand Oaks, CA**

Bachelor of Science in Business Administration, BSBA, 1990, University of Redlands, Redlands, CA

**PROFESSIONAL
EXPERIENCE:**

06/02 – Present HUMAN RESOURCES DIRECTOR
Glendale Adventist Medical Center

In addition to those duties listed for the Human Resource Manager position, oversight of recruitment and retention, Employee Health Services, Worker's Compensation, Volunteer Services and the Employee Assistance Program.

09/00 – 06/02 HUMAN RESOURCES MANAGER
Glendale Adventist Medical Center

Oversight of the operation of Human Resource Department including employee relations/terminations/counselings, development and implementation of HR processes (benefits, retirement, new hire and compensation), budget compliance, employee communications, JCAHO compliance and employee recognition.

08/98 – 08/00 EXECUTIVE ASSISTANT TO PRESIDENT
Glendale Adventist Medical Center & Adventist Health/Southern California

Coordinated and initiated executive assistant duties for President of five hospital network in Southern California. Responsible for overall operation of executive office and duties as assigned.

05/95 – 08/98 EXECUTIVE SECRETARY FOR CHIEF OPERATING OFFICER AND DIRECTOR OF RISK MANAGEMENT/PATIENT RELATIONS
Glendale Adventist Medical Center

Coordinated and initiated the executive secretarial responsibilities for the Chief Operating Officer and the Director of Patient Relations/Risk Management in all areas. (See additional duties below.)

09/91 – 04/95

**EXECUTIVE SECRETARY FOR VICE PRESIDENT AND DIRECTOR
OF RISK MANAGEMENT/PATIENT RELATIONS**

Glendale Adventist Medical Center

Coordinated and initiated the executive secretarial responsibilities for the Vice President and the Director of Patient Relations/Risk Management in all areas. Maintained all hospital litigation files, assisted Director of Patient Relations/Risk Management with all matters relating to patient complaints and litigation process, i.e., answered interrogatories, coordinated service of legal papers for hospital personnel, maintained court calendar, coordinated all patient incident reports and prepared monthly analysis for distribution to specific departments.

07/80 - 09/87

**EXECUTIVE SECRETARY FOR VICE PRESIDENTS OF PLANT
SERVICES, CONSTRUCTION, DIRECTORS OF MARKETING AND
RISK MANAGEMENT**

Glendale Adventist Medical Center

**PROFESSIONAL
ORGANIZATIONS:**

Member of Board of Directors for Glendale Transportation Management Association (2001-20012) – Currently Treasurer of Board

Member of Society for Human Resource Management

Member of American Society for Healthcare Human Resources Administration

ROSA I. OROZCO

1311 Via Esperanza • San Dimas, CA 91773 • (626) 833-8849 (h) • (818) 546-6460 (w)

EDUCATION

- Master of Public Administration, California State University, Northridge- August 2007
- Bachelor of Arts in Sociology, California State University, Los Angeles- March 2000
- Associate in Science- Business, Citrus Community College - December 1997

EXPERIENCE

Department of Public Social Services- Bureau of Workforce Services- Glendale District, Human Services Administrator III (June 2011 to present)

Direct through subordinate managers the daily operations of the Glendale District, which is comprised of 374 employees. The Glendale District is a full service district that provides social service programs, such as, CalWORKs, CalFresh, General Relief, Medi-Cal, and Refugee Cash Assistance to the public, which resides within its' geographical boundaries.

Department of Public Social Services- DPSSTATS Section- Human Services Administrator III (January 2011 to June 2011)

Directed the departmental DPSSTATS Section by organizing the monthly departmental DPSSTATS meetings. Conducted monthly meetings with the Assistant Directors and Chief Deputy to select measures for upcoming DPSSTATS meetings. Analyzed data received from various sources to create charts that display progress in the measure being presented. Collaborated with various sections of the department to acquire needed data.

Department of Public Social Services- Administration- Administrative Services Manager II- Special Assistant (August 2008 to January 2011)

Provide administrative support and assistance to the Chief Deputy Director. Direct, coordinate and control incoming assignments from the five departmental bureaus. Analyze charts, reports and discipline letters. Review promotional requests for completeness and ethnic equitability among the department. Direct and organize departmental Division Chief Retreats. Responsible for the preparation and timely submission of all Departmental Management Appraisal and Performance Plans (MAPPs). Achieved a 100% compliance rate for accurate and timely submission of the 2009-10 MAPPs. Researched and assisted with the development of the Management Succession Plan and Sabbatical Policy. Revised the Outside Employment form and tailored it to meet departmental needs. Assisted in the development of more stringent requirements relative to vehicle damage claims. Enforced the requirement to submit travel requests 25 days in advance to mitigate travel expenses, which resulted in a savings of 50% from FY 2008-09 travel expenses.

Department of Public Social Services- IHSS Program & Metro IHSS Region- Human Services Administrator I (September 2005 to August 2008)

Directed, through subordinate supervisors, the In-Home Supportive Service (IHSS) program in the Los Angeles Metropolitan region. Accountable for supervising 13 subordinate supervisors and had overall responsibility for managing approximately 140 employees. Performed administrative, personnel and operational functions. Developed memos, program bulletins, Board Letters, Memorandums of Understanding, Quality Assurance Monitoring Plans and provide assistance to consumer inquiries. Served as the Division's Legislative Analyst; analyzed Senate and Assembly Bills for their impact on the IHSS and APS programs. Developed a contract with the State for the services of a County employee.

Department of Public Social Services- LTFSS & IHSS Program- Acting Human Services Administrator I (October 2000 to August 2005)

Developed and analyzed MOUs, Contracts, Board Letters, and Implementation Plans associated with various departmental projects. Analyzed material related to the development of new programs for the Department. Collaborated with staff from other county departments/agencies in the overall development of a particular project.

Worked with budgetary staff in the development and analysis of budgets for departmental projects, which included determining the appropriateness of the cost in relation to the number of persons served and oversight of the expenditures for each project. Administered the MOU with the Department of Community and Senior Services for Adult Protective Services (APS) with an annual budget allocation of \$25.8 million. Conducted administrative, program and fiscal audits of programs. Monitored programs to ensure terms of contract were being met. Prepared written reports of findings and made recommendations for the improvement in the delivery of services and/or identified areas of non-compliance.

Department of Public Social Services- GAIN Region III- GAIN Services Worker (February 1998 to October 2000)

Developed employment plans and assisted participants in obtaining supportive services. Assisted participants in identifying and overcoming barriers in an effort to achieve economic self-support. Acted as liaison to the Los Angeles Urban League, County Office of Education, and Pomona Unified School District.

Department of Public Social Services- Automated Systems Evaluation Team- Acting Program Assistant- (February 1995 to January 1998)

Conducted automated systems, case and procedural reviews in all the General Relief districts and made recommendations for reducing Quality Control error rates. Researched and interpreted regulations, procedures and policies, and assisted in interpreting and clarifying procedures for district staff. Developed lesson plans and training modules for districts with identifiable problem areas.

Department of Public Social Services- Echo Park & San Gabriel Valley Districts- Eligibility Worker I & II (June 1991 to January 1995)

Interviewed applicants that applied for the General Relief (GR) program to obtain, review and analyze financial and other eligibility data and assist applicants in completing the necessary documents for the initiation of benefits. Computed benefits for eligible applicants of the GR program to determine whether funds can be authorized for special needs.

AFFILIATIONS


- Los Angeles County Management Council
- Los Angeles County Hispanic Manager's Association

Verdugo Workforce Investment Board

Serving Burbank, Glendale and La Canada-Flintridge

DATE: January 17, 2012

TO: ARROYO-VERDUGO CITIES
STEERING COMMITTEE

FROM: 
Don Nakamoto
Director, Verdugo Workforce Investment Board

SUBJECT: (1) Recommendation for candidates for membership on the
VERDUGO WORKFORCE INVESTMENT BOARD
(2) Recommendation for reappointments of membership on the
VERDUGO WORKFORCE INVESTMENT BOARD

RECOMMENDATION:

New Appointments

It is recommended that the Arroyo-Verdugo Cities Steering Committee appoint the following new members to the Verdugo Workforce Investment Board:

- Susan Crabtree, Director, Human Resources
Glendale Adventist Medical Center
Appointment expiration: January 30, 2015
- Rosa Orozco, Director, Glendale regional office
L.A. County Department of Public Social Services
Appointment expiration: January 30, 2015

Reappointments

It is recommended that the Arroyo-Verdugo Cities Steering Committee reappoint the following members of the Verdugo Workforce Investment for the specified term:

- Marko Swan, CEO
Cygnnet Stamping Company
Reappointment expiration: November 30, 2013

BACKGROUND:

The Joint Powers Agreement among the Verdugo Consortium Cities of Burbank, Glendale, and La Canada Flintridge gives the Arroyo-Verdugo Cities Steering Committee authority to appoint members of the Verdugo Workforce Investment Board (VWIB). The federal

Workforce Investment Act (WIA) requires that over fifty percent of the membership must be representatives from the private sector, who are nominated by a business organization. Other members represent various public agencies, organized labor and nonprofit organizations.

CONCLUSION:

The attached updated membership roster for the Verdugo Workforce Investment Board represents the candidates along with current members already approved by the Steering Committee. This roster is consistent with the nomination and membership criteria required by the Workforce Investment Act (WIA) of 1998.

Verdugo Workforce Investment Board
Director membership category and affiliation

- a. Business Executives (majority & Chair must be elected from this group)
- b. Education
- c. Labor
- d. Community Based Organizations
- e. Economic Development Agencies
- f. One-stop partners - each partner must be represented
- g. Others determined to be appropriate

Count	City	Category	Member Name & Affiliation
1	G & B	Bus. Ex.	James Darcey, General Partner/Owner Copy Central
2	G	Bus. Ex.	Tami Garcia, Director, HR Walt Disney Imagineering
3	G & B	Bus. Ex.	Debbie Kukta, Owner K-O Properties, Burbank USD board
4	B	Bus. Ex. & Econ. Dev.	Gary Olson, Executive Director Burbank Chamber of Commerce Vice-Chair
5	All	Bus. Ex.	Richard Roche, Dir. Of External Affairs AT&T (SFV & SGV Regions) CHAIR
6	LAC-All	Bus. Ex.	Maria Mehranian, Ex. VP & COO Cordoba Corporation
7	G	Bus. Ex. & Econ. Dev.	Nick Hacopian, President Glen West Management Co
8	G	Bus. Ex.	Susan Crabtree, Director, HR Glendale Adventist Medical Center
9	B	Bus. Ex.	Lucy Burghdorf, Comm. Relations Mgr. Burbank Glendale Pasadena Airport Authority
11	G-LAC	Bus. Ex.	Paul Celuch, VP of Human Resources Verdugo Hills Hospital
12	B	Bus. Ex.	Dr. Andre van Niekerk, Dean, School of Business, Woodbury University
13	G	Bus. Ex.	Marko Swan, President Cygnet Stamping Company
14	G	Bus. Ex.	Michael Sevigny, VP Chromatic Lithographers
15	All	Bus. Ex.	Paul Moeller, VP of Development Environmental Engineering, AlertOne

Count	City	Category	Member Name & Affiliation
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17	G	Education	Joylene Wagner, Member Vice Chair GUSD Board of Education
18	All	Education	Dr. Kristin Bruno, Dean, Instructional Services, Glendale Community College
19	All	Education	Chris Lenz, Dir. of Career Dev. Center Cal State University - Los Angeles
20	All	Labor	Gavin Koon, Special Asst. to the Pres. IATSE
21	All	Labor	George Palazzo, Business Rep. IATSE, Local 729
22	All	Labor	Monico Zamora National Union of Healthcare Workers
23	All	Labor	Gary Holt, President & Directing Bus. IAM&AW District 725
24	G	Econ. Devt.	Kenneth Hitts, Economic Development Manager, City of Glendale
25	B	Econ. Devt.	Mary Hamzoian, Econ. Develp. Manager Economic Development, City of Burbank
26	All	Partner	Rosa Orozco, Director, L.A. County DPSS
27	All	DCSS Partner	Cynthia Banks, Chief Deputy LA County Dept. of Commty & Sr. Serv.
28	G	B	Ramon Abueg, Asst. General Mgr. Glendale Water and Power
29	All	Partner	Lillian Kirimlidis, Deputy Division Chief



Verdugo

Workforce

Investment

Board

2010/2011

Putting people to work

and keeping our

economy strong



A letter from Workforce Investment Board

Chairman Rich Roche

Faced with possibly the worst U.S. labor market in the past 80 years, the Verdugo Workforce Investment Board (WIB) responded by creating strategies and initiatives that put many people in our Burbank, Glendale and La Cañada Flintridge communities back to work. We also assisted hundreds of local businesses with their personnel and operational needs. Through the prudent decision-making by our board of directors and the hard work of our staff, we have made significant achievements that have led to accolades for the WIB throughout the country (see below). With national employment still lagging, 2011 and beyond will continue to provide challenges to the WIB to meet the workforce and economic needs of our community. But if the past year is any indication of the future, the Verdugo WIB will continue to excel in its mission to put people into jobs and strengthen our local economy.

A handwritten signature in blue ink, appearing to read "Rich Roche".

Rich Roche, Chairman

2010: A year of great achievement for the *Verdugo Workforce Investment Board*

- In the past year, the WIB's Verdugo Jobs Center placed into a job 1 out of the every 2 unemployed people that came through its doors. This statistic is even more impressive considering there are 4 official job seekers in the U.S. for every available job during the worst labor market since the Great Depression. Some economists believe the true figure is 8 job seekers for every available job. Verdugo Jobs Center staff has excelled despite a tripling of job seeking clients in the past few years to 110,000 client visits last year, including over 35,000 first-time visitors.



- The WIB's Verdugo Power Academy project to train people for utility industry jobs placed 82% of trainees into jobs from its first 2 classes of 40 students. The WIB made a presentation on the project to the U.S. Assistant Secretary of Labor, who was reviewing some of the top green projects around the country. The WIB was named as Partnership of the Year along with Power Academy partners Glendale Community College and Glendale Water and Power by the California community college vocational education system.



- The WIB, in coordination with California Manufacturing Technology Consulting, was able to save 130 manufacturing jobs from layoff in the Burbank-Glendale area. For its years of work in the layoff aversion field, the WIB was nominated for the national Manufacturing Extension Partnership's "Manufacturing Advocate of the Year".
- The WIB has put 27 parolees through job training and has placed 15 of 78 clients into jobs so far. A state Department of Corrections official said the WIB's program is "a model for the state".
- The WIB helped place 60 registered nurses (RN) into jobs at our 4 local hospitals by subsidizing half of their salaries during their training period. RNs have had great difficulty obtaining work across the country due to the recession.



- With one of the top performing disability employment projects in the country, the WIB was singled out for an award of additional funds by the Social Security Administration based on its outstanding performance.
- The WIB met over a half-dozen spending and performance requirements for its stimulus funding and its regular formula funds. Many WIBs around the state did not meet the requirements.

What's New **for 2011**

- The WIB has taken a leadership role with its 4 local hospitals, Glendale Community College and local school districts to launch a project to implement electronic medical records and retrain affected workers at doctors' offices, which have over 1,000 doctors in the region.
- The WIB will be developing a new project to create local jobs or save jobs from layoff.
- The WIB is helping to train new workers for "smart grid" jobs to computerize and upgrade the region's electricity transmission system.



Verdugo Workforce Investment Board:

A long history as a workforce and economic force

- With the advent of digital technologies into the entertainment industry in the 1990's the WIB spent almost \$5 million to upgrade the skills of 2,000 top local entertainment workers to retain their jobs and to maintain the strength of the entertainment industry in the Burbank-Glendale region.
- During the early 2000's, with 400 to 500 unfilled nursing openings locally, the WIB spent \$1.5 million to train 100 new registered nurses, achieving a 98% training completion rate compared to a 76% state-wide rate. It also provided funding to 4 local hospitals so they could upgrade the skill of their existing workers to ensure the highest quality health care in our community.

Rich Roche, WIB Chairman, AT&T

Don Nakamoto, WIB Executive Director

Verdugo Workforce Investment Board

Board of Directors

Rich Roche

AT&T

Jim Darcey

Copy Central

Tami Garcia

Disney Imagineering

Debbie Kukta

KO Properties and Burbank USD School Board

Gary Olson

Burbank Chamber of Commerce

Maria Mehranian

Cordoba Corporation

Nick Hacopian

Glen West Realty and Management

Gwen Matthews

Glendale Adventist Medical Center

Lucy Burghdorf

Bob Hope Airport

Yeimei Wang

YW Consulting

Paul Celuch

Verdugo Hills Hospital

Marko Swan

Cygnus Stamping

Mike Sevigny

Chromatic Lithographics

Ramon Abueg

Glendale Water and Power

Paul Moeller

Alert One and Environmental Engineering

Andre van Niekerk

Woodbury University

Scott Wildman

Pacific Federal Insurance

Joylene Wagner

Glendale USD school board

Kristin Bruno

Glendale Community College

Chris Lenz

California State University Los Angeles

Ken Hitts

Economic Development, City of Glendale

Mary Hamzoian

Economic Development, City of Burbank

Pat Morris

L.A. County Department of Public Social Services

Cynthia Banks

L.A. County Community and Senior Services

Gavin Koon

Operating Engineers, Local 501

George Palazzo

International Alliance of Theatrical and Stage Employees, Local 726

Monico Zamora

National Union of Healthcare Workers

Gary Holt

International Association of Machinists and Aerospace Workers,
District 725

Nancy Peera

California Department of Rehabilitation

Lillian Kiriimidis

California Employment Development Department

Jess Duran

Community Services and Parks, City of Glendale

STAFF REPORT

DATE: February 6, 2012
TO: Arroyo Verdugo Steering Committee
FROM: Ann Wilson, Executive Director
SUBJECT: Fiscal Year 2011-2012 Annual Administrative Budget

Pursuant to direction from the Steering Committee to bring the Revised Budget back to the Committee at the next meeting for any possible changes or revisions, the budget is attached for your review.

At the last meeting, some calculations were done during the meeting. The figures presented by those doing the calculations were slightly different than the actual figures turned out to be, although the differences are not large.

The Steering Committee requested that the Budget be comprised of one-half of the original weighted budget, and one-half of what the equal share would be. Those calculations are included in this budget.

RECOMMENDATION

It is recommended that the Steering Committee adopt the FY 2011-12 Revised Annual Administrative Budget or (alternatively) provide staff with further direction.

Attachment: A- Revised Administrative Budget for FY 2011-12

ATTACHMENT "A"

Fiscal Year 2011-12 Budget

Budget Type	Item	Total Cost (rounded)	Burbank Share	Glendale Share	La Cañada Flintridge Share	Pasadena Share	South Pasadena Share
Scaled-Back Version	Weighted Share	\$13,640	\$3,102	\$4,970	\$1,019	\$3,908	\$644
Scaled-Back Version	Weighted Share (1/2)	\$6,820	\$1,551	\$2,485	\$510	\$1,954	\$322
Scaled-Back Version	Equal Share (Total)	\$13,640	\$2,728	\$2,728	\$2,728	\$2,728	\$2,728
Scaled-Back Version	Equal Share (1/2)	\$6,820	\$1,364	\$1,364	\$1,364	\$1,364	\$1,364
Scaled-Back Version	Sum of 1/2 Weighted Share Plus 1/2 Equal Share	\$13,640	\$2,915	\$3,849	\$1,874	\$3,318	\$1,684

For Comparison Purposes:

Previous Non-Scaled back Version Budget (Bi-Monthly Meetings)		\$35,855	\$8,096	\$13,100	\$2,679	\$10,333	\$1,647
Difference	Weighted Share (including previous Glendale staff costs)	-\$22,216	-\$5,181	-\$9,251	-\$806	-\$7,015	\$37

Recommendation:

Motion to receive and file or (alternately) provide further direction to staff.

STAFF REPORT

DATE: February 6, 2012
TO: Arroyo Verdugo Steering Committee
FROM: Ann Wilson, Executive Director
SUBJECT: Amended Arroyo Verdugo Subregion Bylaws

At the Steering Committee meeting of September 19, 2011, the Arroyo Verdugo Subregion Bylaws were amended.

The attached copy of the Bylaws reflects the previous direction of the Steering Committee to amend the Bylaws and provides each Member with a fully revised copy.

RECOMMENDATION

It is recommended that the Steering Committee receive and file the amended Arroyo Verdugo Subregion Bylaws.

Attachments: A – Arroyo Verdugo Subregion Bylaws

ARROYO VERDUGO SUBREGION BYLAWS

ARTICLE I - NAME

This organization shall be known as the Arroyo Verdugo Subregion.

ARTICLE II - GOVERNANCE

The Arroyo Verdugo Subregion shall be governed by the Arroyo Verdugo Steering Committee.

ARTICLE III- PURPOSE

The purpose of this Steering Committee shall be:

1. To provide a forum for discussion, study and development of recommendations on regional issues of mutual interest and concern.
2. To facilitate coordination of specified intergovernmental activities between the five member cities.
3. To serve as a SCAG Subregion by facilitating inter-agency communication between this local Committee and its regional counterpart. This Subregion is solely responsible for appropriately managing any funds received from SCAG any other source.
4. To establish and oversee advisory subcommittees and task forces as needed for the purpose of advancing subregional and Steering Committee objectives. These may consist of the following:
 - (a) Transportation Subcommittee
 - (b) Housing and Homeless Subcommittee
 - (c) Economic Development Subcommittee
 - (d) Green Subcommittee
 - (e) Water Subcommittee

The Steering Committee may appoint, as needed, additional advisory subcommittee and/or ad hoc task forces. Upon formation, the Steering Committee shall establish the mission, makeup and duration of each subcommittee.

5. To provide regional representation and legislative advocacy on issues.

ARTICLE IV- MEMBERSHIP AND REPRESENTATION

A. Membership

The cities of Burbank, Glendale, La Cañada Flintridge, South Pasadena and Pasadena are considered within the Arroyo Verdugo Subregion of SCAG and are eligible members of the Arroyo Verdugo Subregion. Membership shall be contingent upon the participation in the specified intergovernmental activities.

The Steering Committee is comprised of one elected official from each City. Only elected officials, or their designated alternate (who shall be an elected official), shall be voting members of the Steering Committee.

Representation

Each elected official shall serve as their city's representative for one term beginning July 1 and ending June 30 of each year. Prior to July 1, each member city has the authority to appoint a successor for the new term or reappoint the same representative for a subsequent term. In the event that an elected official shall vacate their position mid-term, the member city shall notify the Chair of the Steering Committee in writing and shall appoint a new representative to complete the term.

ARTICLE V – OFFICERS AND DUTIES

The Steering Committee shall appoint a Chair at the beginning of each term for the purpose of facilitating discussion and assuring coordination of specified intergovernmental activities. The position shall be for a term of one year, and may serve successive terms if so approved by the Committee. The Chair position shall be rotated among the five member cities.

The Steering Committee shall appoint a Vice-Chair. The Vice-Chair shall serve as the Acting Chair in the Chair's absence. The Vice-Chair shall serve for a term of one year.

ARTICLE VI – MEETINGS

The Steering Committee shall meet semi-annually at such time and place as determined by its members. These meetings are subject to the Brown Act. Each member shall receive notification of the time and place of each meeting at least 72 hours prior to such meeting. This notification requirement shall be deemed satisfied upon notice being personally delivered or deposited in the U.S. mail, a facsimile thereof, or e-mail sent to each member.

Special meetings may be called by either the Chair or a majority of the voting members of the Steering Committee no less than 24 hours in advance subject to the notification requirements stated herein. Emergency meetings may be called subject to the requirements of the Brown Act.

The July meeting of each year shall be considered the first meeting of the new term and shall include the selection and seating of officers.

ARTICLE VII – VOTING

Each elected official, or their designated alternate, shall have the right to vote. No proxy votes will be accepted. Voting may be either by voice or roll call and shall be conducted by the Chair or Acting Chair. A tied vote fails to pass.

Three voting members shall constitute a quorum. A vote of the majority of those present shall be required for a motion regarding regular business matters to pass. Budget adoption and budget amendments shall require a 4/5 vote. All other fiscal matters require a 3/5 vote.

ARTICLE VIII – SUBCOMMITTEES AND TASK FORCES

A. Purpose

Upon direction of the Steering Committee, Subcommittees and/or Task Forces may be established for the purpose of advancing subregional or Steering Committee objectives subject to Steering Committee approval. The Subcommittee and/or Task Force may pursue a special study, develop and implement work program objectives, provide legislative advocacy, and make recommendations for approval by the Steering Committee.

B. Structure

The structure of each Subcommittee and/or Task Force may differ slightly depending upon the issue being studied, but the following represents a model that may be followed:

1. One elected official appointed by each member city. (Voting member)
2. Two community members from each member city appointed by the City Council (or whatever methodology or selection criteria that City may choose to use). Such designees may be members of the city's business community, school district, board or commission, or citizens-at-large.
3. One non-voting staff member from each member city as appointed by the City Manager or City Manager's designee. This staff member shall be responsible for staffing the Subcommittee and providing staff support to their respective city's appointed members.
4. Each appointed member shall serve for a term of one year unless reappointed for a subsequent term.
5. In addition to Subcommittees of elected officials, each member city shall appoint one staff person to certain staff committees designated by the Steering Committee. The Committee will meet as needed and called by the Chair. The position of Chair shall be rotated among the member cities, so that each city has an opportunity to Chair the Committee. The Chair of the staff Committee shall make regular reports and/or recommendations to the Steering Committee. Examples of such a staff committee are:
 - (a) Transportation Committee
 - (b) Economic Development Committee
 - (c) Legislative Committee

C. General Guidelines

1. The Subcommittee and/or Task Force will meet as needed and shall be responsible for providing updated reports to the Steering Committee as requested.
2. The Subcommittee and/or Task Force may adopt rules pertaining to its own procedures, but should any rule be deemed to be contradictory to those set forth herein, then that portion shall become inapplicable and these Bylaws shall prevail.
3. Financial requests shall be taken to, and voted upon, by the Steering Committee.

ARTICLE IX – FINANCIAL

1. The Steering Committee shall receive and responsibly appropriate any funding received from SCAG and/or any other source.
2. The Steering Committee has the authority to levy any fees or dues as necessary to directly benefit the purpose of this Committee, its Subcommittees or Task Forces. Should the committee find it necessary to levy any fees or dues, the monies will be assessed according to a structure approved by the committee.

ARTICLE X – EXECUTIVE DIRECTOR

1. The Steering Committee shall appoint an Executive Director who shall serve at the pleasure of the Committee. The Executive Director shall be responsible for the day-to-day operation of the Subregion, following the policy direction of the Steering Committee. The Executive Director shall oversee the finances of the Arroyo Verdugo Subregion and shall present at least one financial statement per year to the Steering Committee. The Executive Director shall present an Annual Budget each year in July for Steering Committee consideration,, which shall be adopted by a 4/5 vote.

ARTICLE XI – AMENDMENTS

These Bylaws may be amended at any time by a 4/5 vote of the Steering Committee.

Bylaws adopted the 19th day of August, 1997.

Bylaws amended the 19th day of September, 2011.